

**NOTICE OF INTENT TO POST A VACANCY**

**POSTING DATE: February 1, 2012**

**VACANCY—Endicott Estate Commission**

Pursuant to Section 6-13 of the Dedham Home Rule Charter, the Town Administrator calls the attention of all residents and others to the fact the following vacancies exist.

**Endicott Estate Commission—One member  
One (1) two year term to expire 2014**

**About the Endicott Estate Commission**

The Endicott Estate Commission, with the consent of the Town Administrator, is responsible for creating policies for the use of the land and buildings that are not being used for specific purposes.

The Commission advises and makes recommendations to the Town Administrator with respect to specific public recreational, public educational and other public uses of the Estate. The Commission also reviews monthly goals and objectives of the Estate Manager pertaining to the future direction of the estate with respect to long range planning.

Generally, meetings are held once a month, beginning at 7:00 P.M. at the Estate.

For more information, contact Endicott Estate Manager Virginia McLaughlin (781) 326-0012.

**How To Apply**

Any person who desires to be considered for appointment for this position must respond between **March 1<sup>st</sup>** and **March 10<sup>th</sup>**; interested persons shall file with the Town Administrator, his/her name and residential address, and a resume and/or statement which sets forth in clear and specific terms the qualifications he/she holds for the position. Strong consideration will be given to candidates who are experienced in food and beverage service, the hotel and restaurant industry, public relations and marketing, and advertising and corporate sales.

**Applications must be received by the close of business on March 10, 2012.**

**Send to:       Town Administrator  
                  26 Bryant Street  
                  Dedham, MA 02026  
                  nbaker@dedham-ma.gov**